

UNCLASSIFIED

Approved For Release 2002/07/12 : CIA-RDP79-00065A000200120050-1

SECRET

## ROUTING AND RECORD SHEET

INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:

TELEPHONE NO

dated 26 Oct 55 25X1

25X1

FE/BF 2308J

DATE

22 November 1955

Bfd-261

TO

ROOM NO.

DATE

REC'D

FWD'D

OFFICER'S INITIALS

TELEPHONE

COMMENTS

1.  
Acting Compt.

Attached for information and retention.

25X1  
TAS

B

25X1

Pls contact [ ] (FE) and  
assess review and  
let's discuss. I assume  
this has been placed in effect  
who is [ ]

25X1

~~SECRET~~**CONFIDENTIAL**VIA: AIRDATE 20 October 195525X1 TO : All ☐ BasesINFO: COS/☐  
C/FEFROM : Chief, FE ☐

25X1

SUBJECT: GENERAL - Logistics/Procurement  
SPECIFIC - Informal Procedures for Cash Purchases

1. In the interest of economy, standardization, and efficiency, it is recommended that ☐ Bases adopt a procedure for open market purchases of minor expendable items whereby the documentation required to substantiate individual purchases is the only documentation required for the purchase, (i.e., eliminate formal requisitions, purchase requests and formal delivery procedures). Such procedure should be restricted to purchases for the base's own use, of a value of \$50.00 per line item or less, and must not be used to alter established source of supply or modify regular stock issue procedures.

2. Attached is a proposed procedure developed ☐ for implementation of the foregoing concept.

3. Standard forms in use by the cover activities of the particular bases are recommended. If not obtainable locally, Support Base will supply. Copies of forms used by ☐ are attached as example.

25X1

Enclosures: a/s

24 October 1955

## Distribution:

- All ☐ s w/encls.  
2 - ☐ w/encls.  
1 - C/FE w/encls.

JOB NO. \_\_\_\_\_ BOX NO. \_\_\_\_\_ FILED NO. \_\_\_\_\_ DOC. NO. \_\_\_\_\_  
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### PROPOSED MINOR PURCHASE PROCEDURE

GENERAL - Nothing contained herein can be construed as recommending the circumventing of any existing KUBARK regulation. This procedure is recommended for use for purchases of expendable supplies of a line item value of \$50.00 or less for use by the purchasing base only.

These procedures prescribe by-passing the accountable officer, stock records, and usual receiving procedures, thus, it will be necessary for the user and procurement officer to exercise diligence to insure that the procedure is not used to obtain items of a non-expendable nature, items normally stocked by the base supply activity or items normally procurable from cover or KUBARK depot sources.

REQUISITIONING - There should be placed on file with the Supply and with the Finance Officer a blanket requisition covering a stated period, and in an amount estimated to satisfy the requirement for each allotment account for expendable supplies and services of a minor nature normally procured from open market sources. This requisition to be used by the Finance Officer for obligation of station funds, and as authorization for advances to the Procurement Officer. The requisition will constitute the Procurement Officer's authority to effect purchases in lieu of formal purchase request. Individual requests for items in the category covered by the blanket requisition may be submitted directly to the Procurement Officer either verbally or by memorandum.

FUNDING - The Procurement Officer will use existing advances or may be advanced funds required for purchases of this type for each blanket requisition. Such funds to be advanced under the authority of the blanket requisitions.

DOCUMENTING PURCHASES - The Procurement Officer may document such minor purchases by utilizing an interleaved sales slip type record, identifying materials or services, user, and allotment chargeable. This document may be used to obtain the vendors certificate of sale, or affix the certificate of non-receipt of bills as prescribed [redacted] In such cases, vendors' sales slips are not required. If neither of the certificates are applicable or desirable the vendors sales slip should be obtained and attached to the original of the document. The documentation used should be in four (4) copies.

FINANCIAL ACCOUNTING - The Procurement Officer will prepare, and submit periodically to the Finance Officer, an accounting which will consist of a schedule, listing purchase document, general nomenclature of items purchased and dollar value. The Procurement Officer will certify on the schedule that the goods or services were received. The schedule to be in four (4) copies, original only to the Finance Officer, with original of purchase documents involved. This accounting to be used in accounting for the advance and adjusting obligations.

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MATERIAL ACCOUNTING - Two copies of the schedule prepared for the Finance Officer will be submitted to the Accountable Officer with the 2 copies of the purchase documentation including the one receipted by the user. The Supply Officer will vouch the schedule and process the document as both an acquisition and an issue. One copy of schedule and applicable purchase documents will be forwarded to SCC.

MATERIAL DELIVERY - One copy of the purchase document will be used in lieu of all other receiving and delivery records. A copy of this document will be delivered with the material or in anticipation of delivery of the material. The person effecting the turnover of material to the user will obtain the user's signature and return the copy of the purchase document to the Procurement Officer for appending to the schedule of procurements forwarded to the Accountable Officer.

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